

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

R. M. Huffstutler
Deputy Director for Administration

EXTENSION

NO.

DDA-0798x-88

DATE

11 April 1988

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ExDir
7D-55 HQS

Attached is draft memo for your signature which will be discussed at future EXCOMM meeting.

STAT

R. M. Huffstutler



B-317-IR

UNCLASSIFIED II

DDA 88- 0798x

MEMORANDUM FOR: Ad Hoc Panel on Executive Development

FROM: James H. Taylor
Executive Director

SUBJECT: Mission and Function

1. This panel has been constituted by the Executive Committee to formulate proposals for the development of Agency personnel through career-enhancing training, reassignment and rotation. The proposals must enhance the opportunities of individuals to improve their career skills, job satisfaction and advancement. They must also develop a more experienced, flexible, and capable cadre of executive personnel for the Agency.

2. What would you do to develop tomorrow's leaders for the Central Intelligence Agency? Your proposals should seek to establish, revise or augment Agency-wide policies and procedures and to be sufficiently flexible to complement the career development activities of the various career services. They should be simple, easily understood and serve the needs of the various career services as well as the Agency. With each of your proposals, you should note the likely impact on today's policies and practices at the Agency level or within any of the various career services. Where current circumstances or practices at the Agency level or within any of the career services impede any groups' access to broadening executive development experiences, you should note this for the attention of the Executive Committee.

3. Your response is due 15 September.

James H. Taylor

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